

Time Attendance System

Introduction:

As per Time Attendance system employee can do the following:

- 1- Employee can see his reports of attendance.
- 2- Manager can see reports of attendance for his employees.
- 3- Employee can ask Attendance excuse permission request.
- 4- Employee can ask Lost finger print request.
- 5- Employee can follow his requests statuses.
- 6- Manager can follow his Employees requests statuses.

System Main Page : URL: <http://timeatt.local/MyTimeAtt>



Notice:

To grant System performance use any of these Browsers:

- Google Chrome Browser
- Fire Fox Browser
- Edge Browser

User can reach to any screen using Buttons on the main Page or Toolbar of it which stay on all screens.

How To use the system:

1- Time attendance Report.

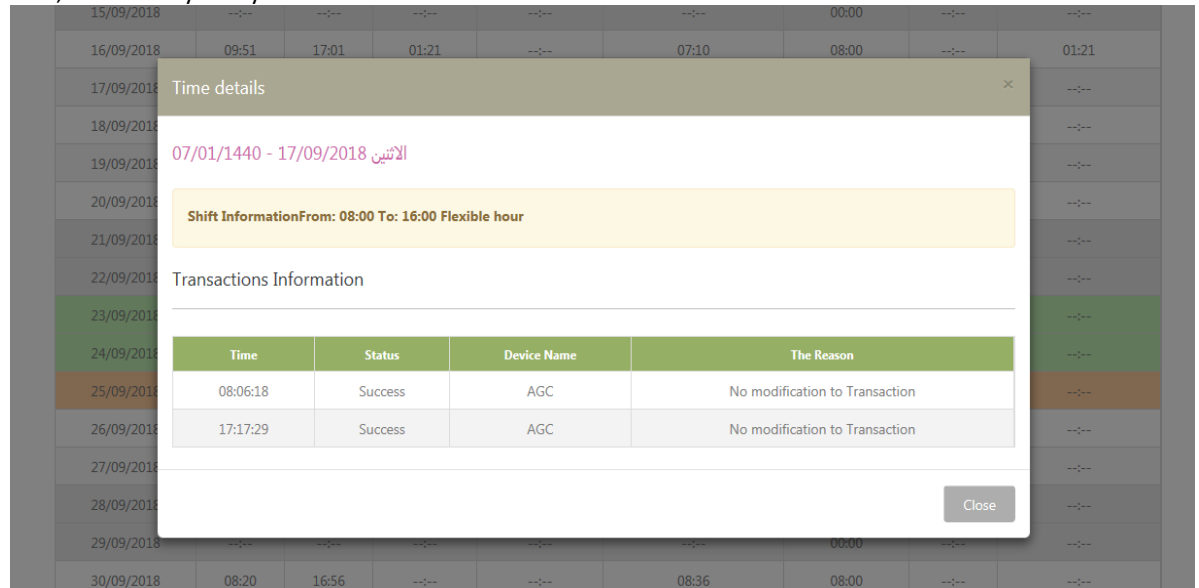


Date	IN	Out	Late In	Early Out	Working Hours	Required	Late	Excuse Hours
01/09/2018	--:--	--:--	--:--	--:--	--:--	00:00	--:--	--:--
02/09/2018	10:43	16:32	02:13	--:--	05:49	08:00	--:--	02:13
03/09/2018	08:14	17:06	--:--	--:--	08:52	08:00	--:--	--:--
04/09/2018	08:19	16:58	--:--	--:--	08:39	08:00	--:--	--:--
05/09/2018	08:18	16:46	--:--	--:--	08:28	08:00	--:--	--:--
06/09/2018	08:32	17:24	00:02	--:--	08:52	08:00	00:02	--:--
07/09/2018	--:--	--:--	--:--	--:--	--:--	00:00	--:--	--:--
08/09/2018	--:--	--:--	--:--	--:--	--:--	00:00	--:--	--:--
09/09/2018	--:--	--:--	--:--	--:--	00:00	00:00	--:--	--:--
10/09/2018	08:39	16:58	00:09	--:--	08:19	08:00	00:09	--:--
11/09/2018	08:17	16:40	--:--	--:--	08:23	08:00	--:--	--:--
12/09/2018	08:09	16:22	--:--	--:--	08:13	08:00	--:--	--:--
13/09/2018	08:03	16:16	--:--	--:--	08:13	08:00	--:--	--:--

User can extract his Attendance by defining Year and Month and push button Search to present his Attendance Transactions with different colors which are defined in the Top of the page.

For example, Green Color mean that there was a Vacation for employee in that day.

If you double, click on any row you can see the detail of it as below.



Time	Status	Device Name	The Reason
08:06:18	Success	AGC	No modification to Transaction
17:17:29	Success	AGC	No modification to Transaction

User Can print the report as PDF Format if he clicks on Print Button.

If you are a Manager and supervisor for Employees you have a TAB to get their Attendance reports as Shown:



نظام الحضور والانصراف
ATTENDANCE SYSTEM



Attendance Reports
Excuse Request
Finger print request
My Requests
Employees requests
Hello جاسم جويعة رمضان كاريبي

My attendance report

Employees attendance reports

From: 2018-10-01

To: 2018-10-31

Employee: AbdulRahman Sulieman AlHumedan

Report type: ☒ Daily report ☐ Monthly report

Search **Print Report**

Search... 10

Emp. No	Emp. Name	Date	IN	Out	Late In	Early Out	Working Hours	Late	Excuse Hours
2381	AbdulRahman Sulieman AlHumedan	01/10/2018	08:14	16:23	--:--	--:--	08:09	--:--	--:--
2381	AbdulRahman Sulieman AlHumedan	02/10/2018	08:14	16:15	--:--	--:--	08:01	--:--	--:--
2381	AbdulRahman Sulieman AlHumedan	03/10/2018	08:28	16:42	--:--	--:--	08:14	--:--	--:--
2381	AbdulRahman Sulieman AlHumedan	04/10/2018	08:05	16:14	--:--	--:--	08:09	--:--	--:--

Using this report Manager can extract Attendance transactions for period from Date to Date for specific Employee and if Employee Not selected All under supervision Employees data extracted.

Report can be daily as above or monthly as follow.



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My attendance report

Employees attendance reports

From: 2018-10-01

To: 2018-10-31

Employee: AbdulRahman Sulieman AlHumedan

Report type: ☐ Daily report ☒ Monthly report

Search **Print Report**

Search... 10

Emp. Name	Work Days	Absence Days	Off Days	Vacation Days	Working Hours	Late	Excuse Hours
AbdulRahman Sulieman AlHumedan	15	0	6	2	108:18	13:48	--:--

Showing 1 to 1 of 1 entries

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If you double, click on any employee row his detailed report extracted for the same period.

2- Excuse Request



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Alkhorayef Group

نظام الحضور والإنتصراف
ATTENDANCE SYSTEM

Home Attendance Reports **Excuse Request** Finger print request My Requests Employees requests Hello حامد حسن حمودة رمضان تالو عربي

Excuse Type
Please Select

Excuse Date

Excuse Reason
Please Select

Excuse Time
From

To

Attachment
Browse...

Notes

Add Request

Using this request employee can send attendance excuse permission in specific day.

There are Two types of permission personally or Work permit.

Employee should fill all fields of the request and can add an attachment if it is found To Notify the Approver with its content.

System use time 24 Hours Format. For example, if employee requires to excuse from 3:00PM to 4:00PM it should be written as 15:00 to 16:00.

When you click Add Request button. Confirmation Message will be appeared and after click on Apply Button the request will be forward to the Approver Manager and status of request will be pending Approval.

Employee can send one request per a day as per company policy and 4 requests per month as a maximum.

Employee can cancel any request if it is still within approval process using page of My requests and then choose one request and click cancel button.

3- Finger print request



مجموعة الخريف
Alkhorayef Group

نظام الحضور والانصراف
ATTENDANCE SYSTEM

Home Attendance Reports Excuse Request **Finger print request** My Requests Employees requests Hello حسن حمودة رمضان عربي

Date

Transaction Type
Please Select

Time

The Reason
Please Select

Attachment
Browse...

Notes

Add Request

Employee can send finger print Request if the system not register his punch IN or Punch Out.

Transaction type field should be selected (First IN, First Out) in case Employee has Two attendance schedule during the day he can also select (Second IN , Second Out) .

Employee should fill all fields of the request and can add an attachment if it is found To Notify the Approver with its content.


System use time 24 Hours Format.

When you click Add Request button. Confirmation Message will be appeared and after click on Apply Button the request will be forward to the Approver Manager and status of request will be pending Approval.


Employee can send one request per a day as per company policy and 4 requests per month as a maximum.

Employee can cancel any request if it is still within approval process using page of My requests and then choose one request and click cancel button.

4-My requests



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Home
Attendance Reports
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Hello حسن حمودة رمضان عربي

Request status: All

Search... 10

Request Number	Request Title	Request Type	Status Request	Request Date	Cancel Request
001203224	Excuse Request	Excuse Request	Completed	18/10/2018	Request details
002037138	Update fingerprint request	Request For Adding Attendance/Departure	Completed	15/10/2018	Request details
001073072	Excuse Request	Excuse Request	Completed	16/09/2018	Request details
001034021	Excuse Request	Excuse Request	Completed	03/09/2018	Request details

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In this Page Employee can check All his requests and filter them with request status and search on them.

To show the detail of request you should click on request No or click Cancel request if you want to cancel the request if it is still pending Approval.

System redirect you to the page of request detail when you want to show the detail of request as shown.



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Home
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Hello حسن حمودة رمضان عربي

Request Title: Excuse Request | **Request Number** 001073072

9935 - Hatim Hassan Hamouda
16/09/2018 10:09 AM

Last modified on request: 16/09/2018 10:09 AM
تاريخ الاستدذان 16/09/2018

نوع الاستدذان شخصي
سبب الاستدذان استدذان
وقت الاستدذان 01:21 / مجموع ساعات الاستدذان 09:51 إلى 08:30
ملاحظات تقديم في المدرسة لابتني الصغرى



Initiate Request : حاتم حسن حمودة رمضان

Sunday 16 September 2018 10:42

The request was successfully created

Created



Direct Manager Approval : Faisal A. Al Fohaid

Sunday 16 September 2018 10:42

There is no notes

Approved

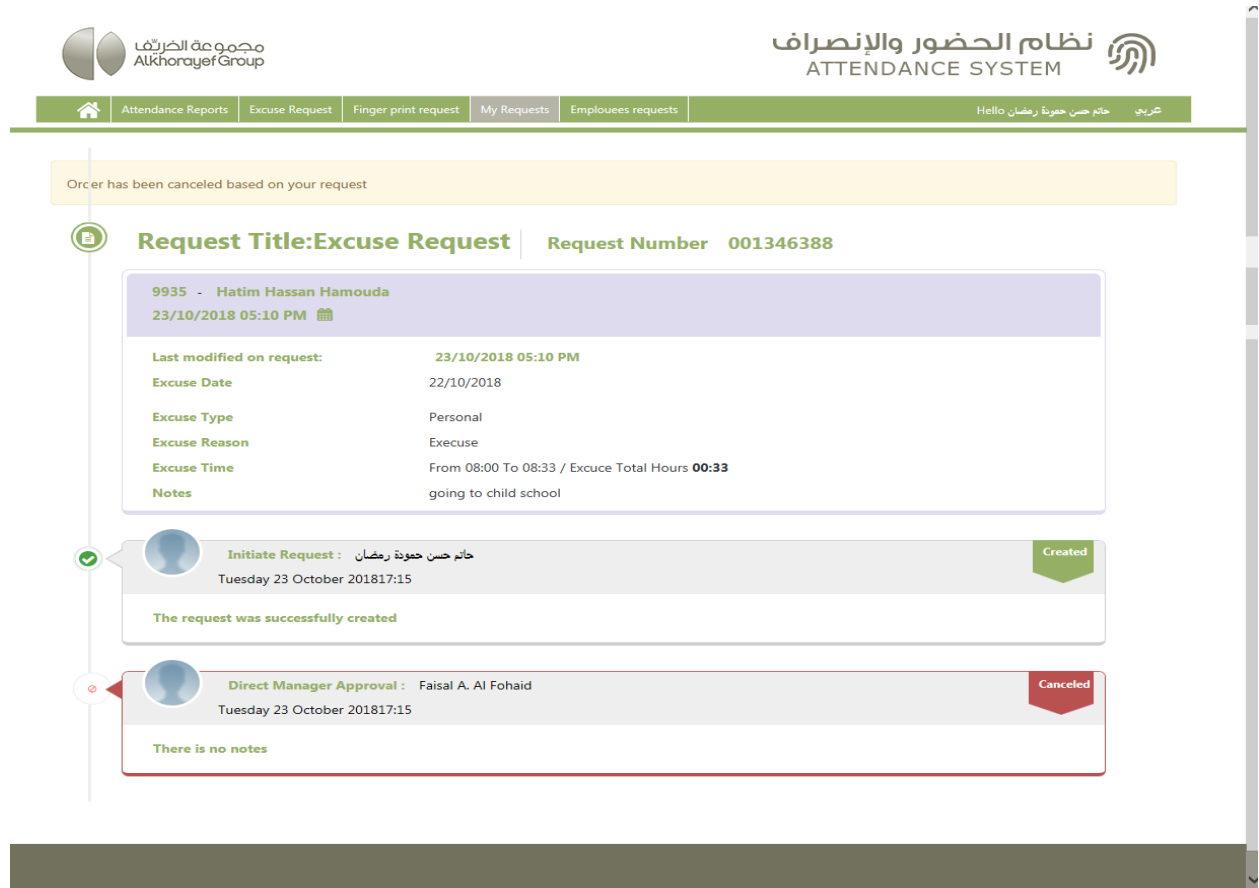
جميع الحقوق محفوظة لمجموعة الخريف © 2018

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Time Attendance User Guide

In My Request Page Employee can check the request status, where and when it is stopped, the changes applied on it and he can cancel the request and ask new one.

After cancelation of the request message on the top of the page confirm that the request canceled, and the status of request changed to be canceled.

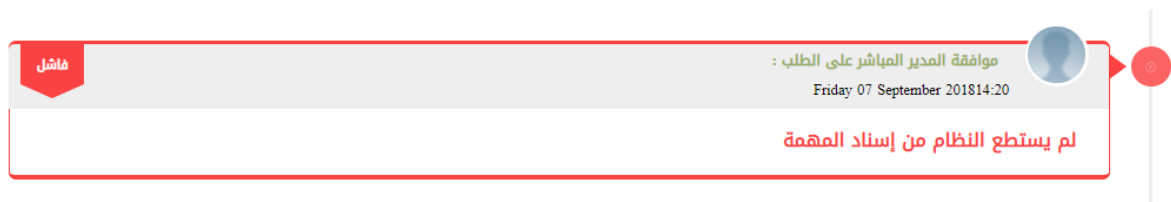


The screenshot shows the 'My Requests' page in the Attendance System. At the top, a yellow banner states: 'Order has been canceled based on your request'. Below this, the request details for 'Excuse Request' (Request Number 001346388) are displayed. The request was initiated by Hatim Hassan Hamouda on 23/10/2018 at 05:10 PM. The last modified date is 23/10/2018 at 05:10 PM. The excuse date is 22/10/2018, the type is Personal, and the reason is Excuse. The time range is from 08:00 to 08:33, totaling 00:33 hours. The note is 'going to child school'. The request status is 'Canceled', indicated by a red banner and a 'Canceled' label. The approval history shows that the request was initiated by Hatim Hassan Hamouda on Tuesday 23 October 2018 at 17:15, and it was successfully created. The direct manager approval by Faisal A. Al Fohaid on the same date is also shown, with a note that there are no notes.

System not consider the canceled or refused requests from the No of permitted requests as per company policy and did not apply request data on the system until the approval of the approver.

Notice:

In case of Message appear in request detail that mean the system can't identify the manager of Employee and in this case, Employee should return to HR Department Administrator.



The screenshot shows a message box with a red border and a red 'X' icon. The message is in Arabic and states: 'لم يستطع النظام من إسناد المهمة' (The system was unable to assign the task). The message is dated Friday 07 September 2018 at 14:20. The message is from the manager, Faisal A. Al Fohaid, and is marked as 'Failed' (فشل).

4- My Employees Requests



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Home
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Hello حسن حمودة رمضان شريف

Request status: All

Search: 10

Request Number	Request Title	Requester Name	Status Request	Request Date	Approve / Reject
No data available in table					

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In this Page manager can see All requests of his employees know the status of each request and show the detail of it.

Click the detail button the following page will appear.

Manager can approve or reject the request from the page of request detail as shown

عنوان الطلب: طلب تحديث بصمة
رقم الطلب 002021044

9999996 - محمد هندومة
PM 02:09 07/09/2018

آخر تعديل تم على الطلب
03/09/2018

نوع الحركة
السبب
الوقت
ملاحظات

دخول أول
تسجيل بصمة
07:34

تم تقديم

إشياء الطلب : محمد هندومة
Friday 07 September 2018 14:30

تم إنشاء الطلب بنجاح

جديد

موافقة المدير المباشر على الطلب : Mohammed Handoumeh
Friday 07 September 2018 14:30

في انتظار اعتماد المدير المباشر

جديد

موافقة المدير المباشر على الطلب : Mohammed Handoumeh
Friday 07 September 2018 14:30

في انتظار اعتماد المدير المباشر

يحتاج هذا الطلب إلى إتخاذ الإجراء المناسب من قبلكم

ملاحظات

[رفض الطلب](#)
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